

LANCASTER COUNTY
NURSING HOME ADMINISTRATOR

7275

NATURE OF WORK

This is highly responsible administrative work directing and coordinating the overall operation of a Medicaid licensed nursing facility.

Work involves responsibility for establishing policies applicable to long-term health care facilities, fiscal and personnel administration, and physical plant operations. Work is performed under the general policy direction of the County Board with the incumbent being held accountable and responsible for results achieved. Supervision is exercised over subordinate supervisory, professional and technical staff members. This is an unclassified position.

EXAMPLES OF WORK PERFORMED

Plan, direct, coordinate and evaluate services, programs and staff within a Medicaid licensed nursing facility; ensure compliance with established Federal, State, and local regulations/standards as applicable to health care facility operations; periodically review policies/programs and direct changes as necessary; ensure provision of high quality resident care is maintained through effective personnel management and ongoing service evaluation.

Monitor fiscal administration of the facility including budget development and execution, report preparation, and compliance with Federal/State fiscal regulatory matters; approve major purchases; oversee changes in fee schedules to insure operational costs are covered.

Develop, coordinate and implement programs in order to maintain a progressive approach to resident care; promote facility programs and community services structured to encourage resident independence.

Represent the facility in advocating current resident health care programs; network with hospitals and other health organizations in the community.

Review building operations and physical plant; direct needed repairs and new construction; oversee and monitor safety and OSHA compliance.

Prepare and deliver periodic status reports to the County Board.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of long term health care programs, practices, and procedures including applicable Federal, State and local regulations/standards.

Extensive knowledge of the state Medicaid cost reimbursement system.

Thorough knowledge of fiscal management and budgetary processes.

Considerable knowledge of personnel administration.

Considerable knowledge of local, State and Federal requirements related to personnel and resident safety and physical plant operations and security.

Ability to recommend, direct and oversee programs, policies, and procedures to facilitate and improve facility operations.

Ability to recommend, direct and oversee programs which promote resident health, safety and independence.

Ability to communicate effectively in diverse situations and under varying circumstances.

Ability to make independent decisions.

Ability to establish and maintain effective working relationships with residents, family members, staff, government officials, professionals in the long term health care industry and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public health or business/public administration or related field and considerable experience managing a health care facility.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in public health or business/public administration or related field and experience managing a health care facility; or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

SPECIAL REQUIREMENTS

Must possess an active, current State of Nebraska Nursing Home Administrator's license.

Approved by: _____
Personnel Director

11/76

Revised 4/00

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